

FIRE SAFETY & EMERGENCY EVACUATION PLAN

Introduction

It is the responsibility of each employee to know and understand the Eastern Synod's Emergency Evacuation Plan developed for the synod office building.

Each employee is responsible to be familiar with the locations of all fire alarm pull stations, portable fire extinguishers, exits and telephones.

It is the responsibility of each employee to know if anyone in the synod office is temporarily disabled and would require assistance in an emergency evacuation.

The Health and Safety Representative is responsible to check each floor – or to assign a person to check – to ensure that every person has safely evacuated the building.

In Case of Fire

- Activate the fire alarm by pulling the nearest pull station. The fire alarm is monitored by Counterforce Security System. Counterforce monitors the fire alarm system and batteries every 3 minutes.
- If possible, extinguish the fire using a fire extinguisher.
- Leave the fire area.
- Close, but do not lock all doors behind you.
- Use exits to leave the building immediately.
- Do not return until it is declared safe to do so by Fire Officials.
- Using designated crosswalks, meet other evacuees across Weber Street adjacent to the sign for the St. Louis Adult Learning Centre.

Upon Hearing the Alarm

- Before opening a door, feel the door knob and the door from the bottom to top with the back of your hand for heat. If the door is not hot, brace yourself against the door and open slightly. If you feel air pressure or a hot draft, close the door quickly.
- If you do not find fire or smoke in the corridor, close the door behind you and leave by the nearest exit.

If Circumstances Prevent You From Leaving Your Area

- Close, but do not lock the door for possible entry of firefighters.
- Dial 911.
- Wave a bright colored object in the window to signal firefighters.
- Seal all cracks where smoke can get in (under doors, etc.).
- Crouch low on the floor if smoke enters the room and move to the most protected area.
- Wait to be rescued. Remain calm. Do not panic or jump from top floor.
- Listen for instructions or information that may be given by authorized personnel.

Fire Extinguishment, Control & Confinement

In the event that a fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, the door area should be closed to confine and contain the fire. Leave the fire area. Ensure that the fire alarm is activated and that the Fire Department has been notified. Then wait for the Fire Department.

If the fire is small, you may consider extinguishing it if you have access to a portable extinguisher, and you are trained and/or feel confident in doing so.

Evacuation

Upon hearing the alarm or otherwise instructed to evacuate, quickly secure your area by turning off hot elements and electrical equipment, securing file cabinets, etc. (if time and situation permits).

Your personal belongings should only be collected if immediately available.

Housekeeping

To avoid fire hazards in the building, employees are advised to:

- Keep stairwells, landings, hallways, and exits clear of obstructions and combustible refuse at all times;
- Keep doors to stairways closed at all times;
- Keep storage room door closed at all times (basement);
- Ensure that electrically powered equipment, computers, coffee makers, electric heaters are shut off when leaving the building;
- Refrain from using unsafe electrical appliances, frayed extension cords, overloaded outlets.

Maintenance Tests

The fire extinguishers are to be checked:

- Annually by a certified inspection company;
- Monthly 5-point inspection by Health and Safety Representative to ensure the following:
 - In proper location
 - Seal is intact
 - Gage is proper (195) lbs.
 - No physical obstruction in hose or nozzle
 - Correct extinguisher for area

The emergency lighting is to be tested annually by a certified inspection company.

The fire alarm system is to be tested annually by a certified inspection company.

Approved by Synod Council – April 2017